

Consent Form for Electronic Delivery of Payroll Advices

If desired, you may receive your pay advice as email attachments encrypted with a password that you specify.

If you do not provide consent, paper copies will be provided.

Your consent will remain in effect until withdrawn.

You may receive a paper copy at any time by withdrawing your consent.

To withdraw consent, provide the withdrawal in writing (by email or on paper) to the Treasurer's office. You will receive confirmation of the withdrawal in writing.

You may complete a new consent form at any time to make changes to your email address or password.

A computer with email access and a program (such as the free Adobe Reader) that can open PDF files are required to access, print and retain the statements.

To request electronic delivery, please print this form, fill it out, and send interoffice mail to PPS Payroll Department.

I hereby request electronic delivery of the following statement:

____ Payroll Advices of Direct Deposits.

Name: _____ Employee#: _____

Email Address (work or personal): _____

Signature: _____ Date: _____

Password: _____

*password can not exceed 30 characters and is case sensitive